Meeting Notes

AGENDA
CBS Bureau Communications/Scheduling Monthly Meeting

2/9/2005
10:00 to 12:00 PM

Type of meeting: Monthly Bureau Meeting

Facilitator: Patricia Jackson

Potential Attendees: Scheduling/Communication Committee Members

Agenda Topics

1. **CBS Master Communication/Scheduling Plan**
   a. Draft CBS Master Scheduling Plan (Attachment 1.a)
      i. 2005 Initiatives
      ii. Continuing Projects
      iii. **CSTARS Deployment Plan – Bureau Plan**
      iv. **Bureau Maintenance/Project Implementation Schedule (Bureaus should discuss/provide Implementation Plans)**
   b. Bureau Production Version (Attachment 1.b)
      i. **Agreement on CSC supporting Version**
      ii. Bureaus versions yellow and red status

2. **AR Status and Process**
   A. **CSC Status of ARs, Maintenance, Major Projects**
      a. Status of Projects (Attachment 2.A.a)
      b. Processing Status of Current Level 1 ARs (Attachment 2.A.b)
      c. Number of ARs Delivered in Jan (Attachment 2.A.c)
      d. **February Maintenance Status**
      e. **Executive Board Meeting of Jan 24, Attachment 2.A.e**

   B. **CSC Standard Maintenance Process (Level 2 ARs)**
      a. **Discuss Standard Maintenance Process and changes being evaluated to accomplish Proposed Sub-Committee to Discuss ARs requested for Maintenance Delivery**
      b. **Each Bureau report on effort to close old ARs that are no longer a problem**

   C. **CSC Level 1 AR Process**
      a. **Implementation of New AR Report, all Open ARs by Module** Attachment C.a
         http://www.camsic.osec.doc.gov/design/designdocs.htm
      b. CSC More Critical Evaluation of Level 1 ARs
      c. Reminder – Bureaus should communicate ARs within the Bureau first, how is this being done

D. TAC Process	General Discussion if needed	
3. Bureau Status	Major Initiatives, User Feed-back, Concerns, Plans	
4. Issues Previously Raised by Bureaus	NIST User Survey Meeting with Census	
5. General Discussion	General Discussion	

Special Notes:	
New Action Items:	

Current Action Items		
Description	**Responsibility**	**Target Date**
Action Items from Nov 9 meeting		
1. Evaluate AR form and provide recommendations for improvement.	Bureaus	Next Meeting As Time Allows
2. Determine CSC Supported Code Version, Yellow and Red Code Version	Bureaus/CSC	CSC will communicate final decision
3. Modify report distribution POC's	CSC	Completed – Implementation in process – Web file too large, looking into making several files or zip file.
4. Decide on best alternative to provide bureaus with comprehensive AR report sorted by module and number.		
5. An e-mail communicating the report changes will be sent to the individuals receiving the reports.		
6. Organize subcommittee for level 2 AR's	Bureaus/CSC	TBD
7. Communication Plan	CSC/Bureaus	TBD
8. CBS Master Scheduling Plan	CSC/Bureaus	TBD, Draft has been developed
Action Items from Dec 8 meeting		
9. Related to the Sub-committee approach being evaluated to discuss the maintenance delivery, the CSC will provide track/maintain and provide explanations as to why certain priority ARs do not make the maintenance delivery. In addition the CSC will copy Committee members on AR issues sent to the AR contacts.	CSC	E-mail Copy – Will be implemented immediately. Track/maintain and provide explanations - TBD
Open Action Items from Jan 12 meeting		
10. Provide names of those with authority to sign off on ARs	Bureaus	TBD
11. Bureaus recommended approval of the Standard or general rule that the commit statement should not be included in the script and that the log would show and image of the data before the change and what it would look like after the change, without making the change in the system. Everyone accepts that this approach would not always work.	Patricia Jackson	Completed - This will be incorporated as an SSD Requirement Standard. The requirements should state how the script should work and if the commit statement should be a part of the script.